



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Staff Services Analyst  
Associate Treasury Program Officer  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2817 - \$4446 SSA  
\$4400 - \$5348 Assoc TPO

*“Will consider both levels for recruitment purposes”*

The analyst performs under the general direction of the Assistant Manager, Interim Financing Section (IFS), the incumbent analyzes financial and program activities of State bond programs, assists and directs staff in the department's administering of bond funds, and makes recommendations to management. The following are the essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Responsible for performing trustee work associated with the bonds; reviews expenditure reports; prepares legal notices associated with certain events; remits bond proceeds to the State Treasury; prepares transfer letters and investment memoranda; develops and maintains spreadsheets to monitor and report financial activities of bond programs; reconciles reports to statements from financial institutions and other State agencies; analyzes financial transactions to ensure compliance with overall policies, plans and agreements developed for bond programs; and prepares management reports.
- Reviews complex legal documents associated with the sale of bonds and ensures that documents protect the State interests and the bondholders; attends meetings; coordinates with members of the financing team to ensure a successful sale.
- Develops and maintains service provider databases; ensures accurate payments to/from service providers; monitors service providers to ensure compliance with agreements and continuing disclosure requirements. Provides statistical and financial information related to bond debt, service provider payments, liquidity facilities, etc.
- Provides technical support for special projects; analyzes legislation; and establishes accounts and monitors balances. Responds to inquiries from the public, other State agencies and the financial community both orally and in writing including researching bond files and existing statutes; and responds to ad hoc requests for information about bond programs.
- Provides technical support for special projects; records and maintains information in the Debt Management system. Back-up other analysts; other duties as required.

**DESIRABLE QUALIFICATIONS:**

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.)**

**If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-515-4223-001) next to the classification on your application/resume (i.e., [Assoc TPO 820-515-4223-001]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.**

**FINAL FILING DATE:**

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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PFD/515/kd 10/4/10